



## CITIZENS ADVISORY COMMITTEE

October 22, 2008

6:30 – 8:00 p.m.

McCloskey Room

*Suggested Time*

*6:30 PM*

I. Call to Order

II. Approval of Minutes:  
A. September 24, 2008

III. Communications from the Chair

IV. Reports from Officers and/or Committees

V. Reports from the MPO Staff  
A. Complete Streets

*6:45 PM*

VI. Old Business  
A. Long Range Vision Statement Discussion

*7:15 PM*

VII. New Business  
A. Transportation Improvement Program FY 2008-2011 Amendment  
a. BT Hybrid Bus Grant  
*Recommendation Requested*  
b. Rural Transit Operating and Capital budget adjustments  
*Recommendation Requested*  
B. Operational Bylaws Amendment  
*Recommendation Requested*  
C. Completed Project Assessment Discussion  
a. 17<sup>th</sup> and Fee, 1<sup>st</sup> and Walnut, and Rogers Rd. Bridge

VIII. Communications from Committee Members (*non-agenda items*)  
A. Topic Suggestions for future agendas

IX. Upcoming Meetings  
A. Technical Advisory Committee – October 24, 2008 at 1:30 p.m. (McCloskey Room)  
B. Policy Committee – November 14, 2008 at 1:30 p.m. (McCloskey Room)  
C. Citizens Advisory Committee – November 19, 2008 at 6:30 p.m. (McCloskey Room)

Adjournment

**DRAFT Citizens Advisory Committee Meeting Minutes**  
**September 24, 2008 McCloskey Conference Room 135, City Hall**

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*Citizens Advisory Committee (CAC) Minutes are transcribed in a summarized outline manner.  
Audio recordings from the meeting are available in the Planning Department for full reference.*

***Attendance***

Citizens Advisory Committee (Voting Members): Chair Jack Baker (McDoel Gardens NA), Vice-Chair Patrick Murray (Prospect Hill NA), Buff Brown (Bloomington Transportation Options for People), Elizabeth Cox-Ash (McDoel Gardens NA), Ted Miller (citizen), Jerry Stasny (Old Northeast NA), and Sarah Ryterband (Prospect Hill NA).

Others In Attendance (including Non-Voting CAC Members): Yvette Rollins (Indiana Horse Council), Larry Jacobs (Chamber of Commerce), Raymond Hess (MPO staff), and Scott Robinson (MPO staff).

**I. Call to Order (~6:35PM)**

**II. Approval of Minutes**

The minutes from the August 27, 2008 meeting were accepted by the CAC.

**III. Communications from the Chair**

Mr. Baker had no reports.

**IV. Reports from the Officers and/or Committees**

There were no reports.

**V. Reports from the MPO Staff**

Mr. Hess provided a recap of the last Policy Committee meeting: the TIP was amended to include INDOT's intersection improvement project at SR 45 and Liberty Dr.; Bloomington Transit's JARC and New Freedom grant applications were endorsed; the Highway Safety Improvement Program (HSIP) Procedures were adopted; the Regional Intelligent Transportation Systems Architecture was adopted; and an update on the Transportation Enhancement grant program was provided.

**A. Bloomington Transit's Transit Development Program Update**

Mr. Robinson reported that BT will hold its next charrette for the TDP on October 2<sup>nd</sup> at 6:30pm in the Monroe County Public Library. The consultant will present analysis that has been conducted including looking at the system's efficiency as a radial, grid-like, or corridor based system.

**B. Transportation Improvement Program FY2009-2012 Amendment**

Mr. Hess reported that INDOT's intersection improvement at SR 45 will realign S. Liberty Dr. and Hickory Leaf Dr. INDOT has indicated that no bicycle or pedestrian improvements are anticipated.

**C. Public Meeting for Atwater and Henderson Signal Project**

A hearing for the project will be held on October 1, 2008 at 5:30pm in City Hall's Council Chambers. Site drawings of the improvement proposal were made available.

**Bloomington/Monroe County Metropolitan Planning Organization**  
Citizens Advisory Committee

**VI. Old Business**

**A. Complete Streets Policy**

Mr. Robinson reviewed the latest draft of the Complete Streets Policy which included new exemption, implementation, and evaluation sections. Mr. Miller suggested that language be changed under the exemption section, last bullet, to clarify difficulty of compliance. Mr. Brown suggested that language be added stated that if a project poses a significant risk or a negative impact to bicyclists/pedestrians, than the project should not be funded. Mr. Miller suggested that the standards that are being met be more clearly defined in the policy or by the local public agency as part of the project report. Ms. Rollins suggested the CAC recommend adoption of the policy and that the policy can be fixed in the future if its not working as intended. Ms. Ryterband motioned to recommend support adoption of the policy by the Policy Committee. Ms. Cox-Ash seconded the motion and it passed unanimously.

**VII. New Business**

**A. Long Range Transportation Vision Statement Discussion**

Mr. Hess explained that Mr. Forrest has suggested that projects be evaluated for conformity to the Long Range Transportation Plan's Vision Statement. A copy of the adopted LRTP Vision Statement as well as the CAC's recommended vision statement were distributed to the group. The group tabled the discussion to the next meeting when Mr. Forrest could be present to elaborate on his idea. In the meantime, staff and other Committee members will try to conduct research on rating systems that are used by other MPOs to see if something can be applied locally.

**B. CY 2009 Meeting Schedule**

Mr. Hess explained reservations for the McCloskey Room need to be made for 2009. The CAC came to consensus on keeping their meetings on the fourth Wednesday of the month at 6:30pm.

**VIII. Communications from Committee Members**

**A. Topic Suggestions for future agendas –**

Ms. Rollins suggested that periodic updates be given on project implementation such as 17<sup>th</sup> and Fee and 1<sup>st</sup> and Walnut projects.

**VI. Upcoming Meetings**

**A.** Citizens Advisory Committee – October 22, 2008 at 6:30 p.m. (McCloskey Room)

**B.** Technical Advisory Committee – October 24, 2008 at 1:30 p.m. (McCloskey Room)

**C.** Policy Committee – November 14, 2008 at 1:30 p.m. (McCloskey Room)

**Adjournment (~8:10 PM)**

*These minutes were \_\_\_\_ by the CAC at their regular meeting held on October 22, 2008.  
(RH 10/22/2008)*



# MEMORANDUM

To: MPO Citizens Advisory Committee Members

From: Raymond Hess, AICP  
Senior Transportation Planner

Date: October 15, 2007

Re: Transportation Improvement Program (TIP) Amendments

## Bloomington Transit – 35 Foot Buses

Bloomington Transit is one of six transit agencies in the State to receive a Lugar Electric Hybrid Bus Grant. This special funding source will offset the additional cost to upgrade four standard buses to hybrid technology. BT requests the TIP be amended (p. 45) as follows:

<b>Project:</b> 35 Foot Buses	FTA 5307	\$ 1,120,000			
<b>Description:</b> Purchase of four (4) new 35-foot hybrid electric buses.	FTA 5309	\$ 640,000			
	Local	\$ 440,000			
<b>DES#:</b> n/a					
<b>Support:</b> LRTP, TDP	<b>TOTAL</b>	\$ 2,200,000	\$ -	\$ -	\$ -

## Rural Transit – Operating Budgets & Capital Budget

Rural Transit requests that the TIP be amended to update capital and operating budgets now that fiscal numbers have been confirmed with the State. Rural Transit requests that the following project tables replace those currently identified in the TIP (p. 43):

<b>Project:</b> Operating Budget	FTA 5311	\$ 597,320	\$ 600,000	\$ 610,000	\$ 620,000
<b>Description:</b> Operating budget assistance. Monroe, Owen, Lawrence & Putnam Counties.	Local&PMTF	\$ 790,310	\$ 800,000	\$ 820,000	\$ 830,000
<b>DES#:</b> n/a					
<b>Support:</b> Coordinated Plan	<b>TOTAL</b>	\$ 1,387,630	\$ 1,400,000	\$ 1,430,000	\$ 1,450,000

<b>Project:</b> Capital Budget	FTA 5311	\$ 179,296	\$ 180,000	\$ 182,000	\$ 184,000
<b>Description:</b> Capital budget assistance. Replace 4 light transit vehicles, 3 with w/c lifts; 4 radios linked to RT frequency and emergency equipment	Local&PMTF	\$ 44,824	\$ 45,000	\$ 45,500	\$ 46,000
<b>DES#:</b> n/a					
<b>Support:</b> Coordinated Plan	<b>TOTAL</b>	\$ 224,120	\$ 225,000	\$ 227,500	\$ 230,000

<b>Project:</b> Operating Assistance	FTA 5316	\$ 61,600	\$ 62,000	\$ 62,500	\$ 63,000
<b>Description:</b> Job Access & Reverse Commute	Local	\$ 74,000	\$ 74,300	\$ 74,500	\$ 75,000
<b>DES#:</b>					
<b>Support:</b> Coordinated Plan	<b>TOTAL</b>	\$ 135,600	\$ 136,300	\$ 137,000	\$ 138,000

<b>Project:</b> Operating Assistance	FTA 5317	\$ 30,800	\$ 32,000	\$ 34,000	\$ 36,000
<b>Description:</b> New Freedom	Local	\$ 33,425	\$ 35,000	\$ 37,500	\$ 38,000
<b>DES#:</b> n/a					
<b>Support:</b> Coordinated Plan	<b>TOTAL</b>	\$ 64,225	\$ 67,000	\$ 71,500	\$ 74,000

## Requested Action

The Citizens Advisory Committee is requested to make a recommendation to the Policy Committee on Bloomington Transit's and Rural Transit's requested TIP amendments.

## MEMORANDUM



To: MPO Citizens Advisory Committee Members

From: Raymond Hess, AICP  
*Senior Transportation Planner*

Date: October 15, 2007

Re: MPO Operational Bylaws Amendments

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### **Background**

An amendment to the bylaws is necessitated largely as a result of the Technical Advisory Committee's decision to change their meeting schedule. This also provides an opportunity to clarify some ambiguous language and correct grammatical and scrivener errors.

A draft of the revised bylaws is attached to this memorandum. A list of the significant changes is as follows:

#### **Substantive Changes to the Bylaws**

- Sections 2.5.B (p. 7), 3.5.B (p. 10), & 4.5.B (p. 14) – inserted language for each of the committees indicating meetings are “open to the public”
- Section 3.5.B (p. 10) – deleted language which indicated Policy and Technical Advisory Committees would hold bimonthly joint meetings.
- Sections 3.5.C. (p 10) & 3.5.C (p. 14) – inserted language for the Technical Advisory and Citizens Advisory Committees which allow for special votes “if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project” (this language already exists for the Policy Committee).
- Section 4.3.D (p. 13) – clarified voting privilege procedures for the Citizens Advisory Committee in which members obtain eligibility to vote at the third consecutive meeting attended.
- Section 4.5.D (p. 14) – changed the deadline for when CAC members may suggest agenda items from 5 days to 7 days before the meeting to better correspond with packet distribution.

### **Requested Action**

The Citizens Advisory Committee is requested to make a recommendation to the Policy Committee on the proposed amendments to the Operational Bylaws of the Bloomington/Monroe County Metropolitan Planning Organization.

## BACKGROUND

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington/Monroe County Urbanized Area (which includes the City of Bloomington, the Town of Ellettsville, and portions of Monroe County). The Bloomington/Monroe County MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public. All MPO decisions are endorsed by a Policy Committee upon the recommendation of both the Technical Advisory and the Citizens Advisory Committees.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Public Transportation Corporation, Indiana University, Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA). The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington/Monroe County citizen and community interests.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at <http://bloomington.in.gov/planning/mpo.php> [www.bloomington.in.gov/mpo](http://www.bloomington.in.gov/mpo).

## PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize, and guide the proper functioning of the Bloomington/Monroe County Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation or in such manner as events shall dictate.

## CHAPTER 1: GENERAL PROVISIONS

### 1.1 Organization Name

The name for the Metropolitan Planning Organization is the Bloomington/Monroe County Metropolitan Planning Organization. It may also be referred to as the Bloomington Area Transportation Study.

### 1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of three committees:

1. Policy Committee (PC)
2. Technical Advisory Committee (TAC)
3. Citizens Advisory Committee (CAC)

### 1.3 MPO Staff Designation

- A. **Staff:** The City of Bloomington Planning Department shall be the staff for the Metropolitan Planning Organization.
- B. **Executive Secretary:** The City of Bloomington Planning Department Director or ~~their~~ [the Director's](#) designee shall serve as the Executive Secretary on behalf of the MPO.

### 1.4 Policies

- A. **Applicability:** All transportation policies shall apply to all committees and participants of the Bloomington/Monroe County Metropolitan Planning Organization.
- B. **Committee Review:** The Citizens Advisory Committee and the Technical Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Metropolitan Planning Organization Policy Committee.
- C. **Adoption:** Reports, programs, and plans become official process documents following adoption by resolution of the Metropolitan Planning Organization Policy Committee.
- D. **Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
- E. **Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.
- F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.



- G. **Open Meetings:** All meetings of the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee, shall be open to the public.
- H. **Publications:** All published data and/or reports shall be made available to the public and stakeholder agencies.

## 1.5 Procedures

- A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees and not contained herein shall be governed by Roberts Rules of Order.
- B. **Voting:** All MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote. In the event of a tie vote, the motion before the Committee shall fail.
- C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.
- D. **Meeting Notice:** At least five (5) days notice shall be provided for all MPO Committee meetings.
  - 1. Agenda: A proposed agenda shall be provided to ensure adequate preparation. Such agenda shall include the date, time and location of the Committee meeting.
  - 2. Delivery: The notice, agenda, minutes, and other Committee meeting materials may be delivered electronically.
- E. **Meeting Cancellation:** At the discretion of the City of Bloomington Planning Department Director and the approval of the Chair of the Committee, a regularly scheduled MPO Committee meeting can be canceled. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting.
- F. **Committee Chair Participation:** During an MPO Committee meeting, the Chair of the Committee may make motions and debate policy items, and shall not be deprived of any rights and privileges of a member by reason of acting as the presiding officer.

## 1.6 Amendment of Bylaws

- A. **Process:** Amendments to the MPO Bylaws shall be made according to the following process:
  - 1. Committee Review: Proposed bylaws amendments shall be placed on the agendas of the next available Technical Advisory Committee and Citizens Advisory Committee meetings. The Policy Committee shall not take action on proposed amendments before the TAC and CAC have the opportunity to review and comment on such proposals.
  - 2. Notice: MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the public notice for any MPO Committee meeting at which the proposal will be reviewed.



3. Policy Committee Action: After receiving input from the TAC and CAC, the Policy Committee may vote on the proposed bylaws amendment. Amendments shall become effective upon a positive vote of 2/3 of the voting members of the Policy Committee.
- B. **Staff Role:** The MPO staff shall be responsible for drafting proposed amendments for consideration by the Policy Committee.

## CHAPTER 2: POLICY COMMITTEE

### 2.1 Purpose

The purpose of the Metropolitan Planning Organization Policy Committee shall be to serve the Bloomington/Monroe County metropolitan area as the official decision making body for transportation planning matters.

### 2.2 Responsibilities

The responsibilities of the Policy Committee shall be as follows:

- A. To give overall guidance for the transportation planning process;
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- C. To organize membership of the Technical Advisory Committee;
- D. To encourage membership and participation in the Citizens Advisory Committee;
- E. To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- F. To adopt transportation goals and objectives to guide the transportation planning process;
- G. To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports;
- H. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- I. To establish a transportation study area boundary;
- J. To change the designated membership as deemed necessary; and
- K. To ensure that citizen participation is achieved in the transportation planning process.

### 2.3 Membership

A. **Members:** The membership of the Policy Committee shall be as follows:

- 1. Mayor, City of Bloomington
- 2. President, Monroe County Commissioners
- 3. President, Monroe County Council
- 4. President, City of Bloomington Common Council
- 5. President, Monroe County Plan Commission
- 6. President, City of Bloomington Plan Commission
- 7. President, Ellettsville Town Council
- 8. Chair, Board of Directors, Bloomington Public Transportation Corporation
- 9. Vice President & Chief Administrative Officer, Indiana University
- 10. Director, City of Bloomington Public Works Department

11. Director, Monroe County Highway Department
  12. Chair, MPO Citizens Advisory Committee
  13. Director, INDOT Seymour District
  14. FHWA, Indiana Division (Non-Voting)
  15. FTA, Region V (Non-Voting)
- B. **Alternate Representation:** If the designated Policy Committee representative for a board, commission, institution, or other organization is unable to serve on the Policy Committee, an alternate representative may be appointed by the same board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Policy Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Policy Committee may name a proxy in writing for a particular meeting or vote.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
  2. Powers: The proxy's powers shall be delineated in the written notice.
  3. Notification: The member shall be responsible for notifying the proxy of meetings.
  4. Committee Chair Proxy: If the Chair of the Policy Committee is absent, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Policy Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Policy Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

## 2.4 Officers

- A. **Officers:** The Policy Committee shall elect the following officers:
1. Chair
  2. Vice-Chair
- B. **Eligibility:** Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Policy Committee shall be as follows:

1. Chair
  - a. Preside over the meetings of the Policy Committee.
2. Vice-Chair
  - a. In the absence of the Policy Committee Chair, to preside over the meetings of the Policy Committee.

## 2.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of seven (7) voting members of the Policy Committee or their proxies.
  1. Committee Action: No action shall be taken by the Policy Committee without a quorum.
  2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Policy Committee shall be open to the public and be held on a bimonthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Policy Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
  1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
  2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

## 2.6 Order of Business

The business of the Policy Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business  
*Public comment prior to vote (limited to five minutes per speaker)*
7. New Business  
*Public comment prior to vote (limited to five minutes per speaker)*
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

## CHAPTER 3: TECHNICAL ADVISORY COMMITTEE

### 3.1 Purpose

The purpose of the Technical Advisory Committee is to provide the MPO Policy Committee with technical support concerning the development of annual documents and the implementation of specific projects contained therein.

### 3.2 Responsibilities

The responsibilities of the Technical Advisory Committee shall be:

- A. To recommend technical methods, procedures, and standards to the Policy Committee to further the transportation planning process;
- B. To help coordinate work of operating departments and agencies participating in the transportation planning process;
- C. To discuss and recommend alternative transportation plans and programs to the Policy Committee, and
- D. To comment and make recommendations on draft reports of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports.

### 3.3 Membership

- A. **Members:** The membership of the Technical Advisory Committee shall be as follows:
  1. City Engineer, City of Bloomington
  2. Deputy Director Public Works, City of Bloomington
  3. Controller, City of Bloomington
  4. Planning Director, City of Bloomington
  5. Director of Operations & Development, City of Bloomington Parks and Recreation
  6. Assistant Utilities Director, City of Bloomington
  7. GIS Coordinator, City of Bloomington
  8. Streets Superintendent, City of Bloomington
  9. Assistant Director, Monroe County Highway Department
  10. Director, Monroe County Planning Department
  11. Auditor, Monroe County
  12. Parks & Recreation Administrator, Monroe County
  13. GIS Coordinator, Monroe County
  14. Director of Planning Services, Town of Ellettsville
  15. Town Engineer, Town of Ellettsville
  16. Executive Director of Transportation, Indiana University
  17. General Manager, Bloomington Transit

18. Manager, Rural Transit
19. Director, Monroe County Airport
20. Transportation Director, Monroe County Community School Corporation
21. Transportation Director, Richland-Bean Blossom Community School Corporation
22. Vice-Chair, Citizens Advisory Committee
23. INDOT Planning/Programming Representative
24. INDOT Public Transportation Representative
25. INDOT Seymour District Office, Local Assistance Representative
26. FHWA, Indiana Division (Non-Voting)
27. FTA, Region V (Non-Voting)

- B. **Alternate Representation:** If the designated Technical Advisory Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Advisory Committee, an alternate representative may be appointed by the same department, board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Technical Advisory Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Technical Advisory Committee may name a proxy in writing for a particular meeting or vote.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
  2. Powers: The proxy's powers shall be delineated in the written notice.
  3. Notification: The member shall be responsible for notifying the proxy of meetings.
  4. Committee Chair Proxy: If the Chair of the Technical Advisory Committee is absent and designates a proxy, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Technical Advisory Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Technical Advisory Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

### 3.4 Officers

- A. **Officers:** The Technical Advisory Committee shall elect the following officers:
1. Chair

2. Vice-Chair

- B. **Eligibility:** Officers of the Technical Advisory Committee shall be chosen from the voting members of the Technical Advisory Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Technical Advisory Committee shall be as follows:
  - 1. Chair
    - a. Preside over the meetings of the Technical Advisory Committee.
  - 2. Vice-Chair
    - a. In the absence of the Technical Advisory Committee Chair, to preside over the meetings of the Technical Advisory Committee.

### 3.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of nine (9) voting members of the Technical Advisory Committee, or their proxies.
  - 1. Committee Action: No action shall be taken by the Technical Advisory Committee without a quorum.
  - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Technical Advisory Committee shall be open to the public and be held on a monthly basis or as needed for special business. ~~The Policy and Technical Advisory Committees are to conduct joint meetings on at least a bi-monthly basis which shall be open to the public.~~
- C. **Special Votes:** The Chair of the Technical Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
  - 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project ~~This practice will be used only if Federal and/or State imposed deadlines are an issue.~~
  - 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled ~~Policy~~ Technical Advisory Committee meeting as part of the previous meeting minutes.

### 3.6 Order of Business

The business of the Technical Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

- 1. Call to order by the Chair
- 2. Approval of minutes of the previous meeting
- 3. Communications from the Chair



4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business  
*Public comment prior to vote (limited to five minutes per speaker)*
7. New Business  
*Public comment prior to vote (limited to five minutes per speaker)*
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

## CHAPTER 4: CITIZENS ADVISORY COMMITTEE

### 4.1 Purpose

The purpose of the Citizens Advisory Committee (CAC) is to serve as the formal means through which active citizen participation provides the Policy Committee with public input on official decision making for transportation planning matters.

### 4.2 Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

- A. To foster and develop citizen awareness and understanding regarding transportation policy and planning;
- B. To promote necessary interaction between citizens and the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff; and
- C. To keep the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues within the urban area.

### 4.3 Membership

- A. **Members:** The membership of the Citizens Advisory Committee shall be comprised of citizens of the City of Bloomington, Monroe County and the Town of Ellettsville. Key stakeholder groups, agencies and organizations from each community should also be represented. The following groups, as well as others that may not be listed, are strongly encouraged to send a representative to participate in the Citizens Advisory Committee.
  - 1. Bloomington Traffic Commission
  - 2. Monroe County Traffic Commission
  - 3. Indiana University Student Association
  - 4. Bloomington Commission on Sustainability
  - 5. Bloomington Bicycle and Pedestrian Safety Commission
  - 6. Greater Bloomington Chamber of Commerce
  - 7. Ellettsville Chamber of Commerce
  - 8. Bloomington Environmental Commission
  - 9. League of Women Voters
  - 10. Bloomington Historic Preservation Commission
  - 11. Bloomington Council of Neighborhood Associations
  - 12. Bloomington Bicycle Club
  - 13. Bloomington Board of Realtors
  - 14. Bloomington Council for Community Accessibility

15. Downtown Bloomington, Inc.
  16. Area 10 Agency on Aging
  17. Bloomington Urban Enterprise Association
  18. Monroe County Soil & Water Conservation District
  19. INDOT, Seymour District (Non-voting)
  20. FHWA, Indiana Division (Non-Voting)
- B. **Eligibility:** All citizens and organization representatives that attend Citizens Advisory Committee meetings shall be considered Committee Members.
- C. **Registration:** Anyone wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.
- D. **Voting Privileges:** Citizens Advisory Committee members shall attend three (3) ~~two (2)~~ consecutive Committee meetings before they are eligible to vote on Committee business. Members may vote on Committee business as of the third consecutive meeting they attend.
- E. **Revocation of Voting Privileges:** Citizens Advisory Committee members who miss three consecutive meetings may have their voting privileges revoked with concurrence from the Chair and Vice-Chair. Exceptions may be made if the Committee member can demonstrate extenuating circumstances. A Committee member whose voting privileges have been revoked shall be required to follow the process outlined in 4.3(D) to regain voting status.

#### 4.4 Officers

- A. **Officers:** The Citizens Advisory Committee shall elect the following officers:
1. Chair
  2. Vice-Chair
- B. **Eligibility:** Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Officers shall be elected by a secret ballot of the voting members of the Committee. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Citizens Advisory Committee shall be as follows:
1. Chair
    - a. Preside over the meetings of the Citizens Advisory Committee.

- b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Vice-Chair and the MPO Staff.
  - c. Attend meetings of the Policy Committee as a voting member.
2. Vice-Chair
  - a. In the absence of the Committee Chair, to preside over the meetings of the Citizens Advisory Committee.
  - b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Chair and the MPO Staff.
  - c. Attend meetings of the Technical Advisory Committee as a voting member.

#### 4.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of a simple majority of Citizens Advisory Committee members eligible to vote. At an absolute minimum, quorum shall consist of four (4) voting-eligible Committee members.
  1. Committee Action: No action shall be taken by the Citizens Advisory Committee without a quorum.
  2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained. The members present may also conduct the meeting as an informational session, but shall not take any official action on business items.
- B. **Schedule:** Meetings of the Citizens Advisory Committee shall be open to the public and be held on a monthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Citizens Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
  1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
  2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Citizens Advisory Committee meeting as part of the previous meeting minutes.
- D. **Agenda Items:** Members of the CAC may suggest agenda items at least ~~five (5)~~ seven (7) days prior to the next scheduled meeting.

#### 4.6 Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent.

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff

6. Old Business  
*Public comment prior to vote (limited at the discretion of the Chair)*
7. New Business  
*Public comment prior to vote (limited at the discretion of the Chair)*
8. Communications from Committee members on matters not included in the agenda
9. Adjournment